

CHAPTER 5: INTERAGENCY ACQUISITION AGREEMENTS

5.1 **Instrument Selection**

Interagency acquisition agreements are the proper instrument to use when establishing an agreement with a federal agency outside the DOI, as well as with other bureaus and offices within DOI. An interagency acquisition agreement involves the exchange of funds, property, goods, and/or services between federal agencies. Interagency acquisition agreements may be entered into under specific program legislation or under the Economy Act. The policies and procedures for entering into this type of agreement by the NPS are set forth in the Federal Acquisition Regulation, Subpart 17.5, and Department of the Interior Acquisition Regulation, Subpart 1417.5. (See <http://www.arnet.gov/far/loadmain.html> and <http://www.ios.doi.gov/pam/1417-3.html> on the Internet.)

In lieu of an interagency acquisition agreement, limited funds may be accepted via a reimbursable work agreement from another federal agency when the appropriation does not cross over fiscal years, and a detailed scope of work is not required. Agreements establishing mutual policies, objectives, and/or relationships between federal agencies are memoranda of understanding. (See Chapter 7 of this handbook for memoranda of understanding guidance.)

Interagency acquisition agreements should not be used to obtain off-the-shelf items such as maps from the U.S. Geological Survey or pamphlets and books from the Government Printing Office. For these purchases, the SmartPay purchase card, a purchase order, or other simplified procedures should be used to reduce time and expense.

1. **Legal Authority**

The Economy Act, 31 U.S.C. §1535(a), as amended, states that a federal agency may enter into agreements with other federal agencies for supplies or services, which that agency may be able to provide. It further states that supplies or services shall be obtained from commercial sources when available, unless it is less costly to procure from another federal agency, or unless the private sector cannot perform the work as conveniently as the federal agency. (See Attachment 5.1 for the Economy Act in its entirety.)

Other authorities may also be used, as appropriate. (See Chapter 2.)

2. **Determination and Findings Requirements**

If the Economy Act is used as an authority, the interagency acquisition agreement file must show that Economy Act considerations were addressed in accordance with Federal Acquisition Regulation, Subpart 17.5, before entering into the agreement. The program manager must provide to the contracting officer justification in terms of cost savings and efficiency before entering into interagency acquisition agreements using the Economy Act authority.

This justification should be prepared using the form entitled “Determination and Findings Requirement.” An example of a completed Determination and Findings Requirement (D&F) form is shown in Attachment 5.2 of this handbook. This form can be accessed on the Internet at <http://www.nps.gov/hfc/support/forms.htm>. The justification is required when NPS funds are to be obligated and must include information that makes it clear that an interagency acquisition agreement is less costly to the NPS than to procure the supplies or services in the commercial marketplace.

The contracting officer of the requesting agency will prepare and sign a D&F form using the facts contained in this justification. The justification and the signed D&F must be part of the interagency acquisition agreement file. (*See Attachment 5.3 for a sample Determination and Findings.*)

5.2 **Requirements for Initiating an Interagency Acquisition Agreement**

The following are necessary to initiate an interagency acquisition agreement:

1. **Funds** - Funds obligated by the NPS or any other federal agency under an interagency acquisition agreement under the Economy Act authority must in turn be obligated by the servicing agency during the same fiscal year in which the funds were appropriated. In addition, one-year funds or annual funds must be de-obligated at the end of the fiscal year if the servicing agency has not incurred obligations under the agreement (i.e., payroll costs). Conversely, no-year funds may be obligated at any time and carried over from year to year.

The “bona fide need rule” applies to interagency acquisition agreements as it applies to acquisitions. A fiscal year appropriation may be obligated only to meet a bona fide need arising in the same fiscal year for which the appropriation was made. It is not always essential that the work actually begin within that same fiscal year, but if it will not, the file should document that the need was clearly present at the time when the obligation is made. However, to obligate the funds, the agreement must be signed within the time period authorized by the appropriation to be charged.

Funds obligated for an interagency acquisition agreement may include a surcharge, which will be paid to the servicing agency, in addition to the services performed. Regional policies should be followed concerning this surcharge amount.

If work under an interagency acquisition agreement will be funded incrementally during succeeding fiscal years, it must be stated in the agreement that continuation of work will be contingent upon the availability of appropriated funds. A modification will then be executed to add additional funding under the original agreement.

2. **Purchase Request** - Submit a purchase request through Procurement Desktop to the contracting officer with a statement of work.
3. **Determination and Findings Requirement** - Submit this form with all required information when obligating funds under the authority of the Economy Act. (*See Attachment 5.2.*)

5.3 **Essential Elements of an Interagency Acquisition Agreement**

All interagency acquisition agreements must contain the following essential elements:

1. **Interagency Acquisition Agreement Number** - (including modification number, if applicable), in accordance with Appendix A of this handbook. The program office will generate a purchase request using the NPS document numbering system in Appendix A. The first letter of the number will be “R” for the purchase request. The second number will be your office’s four-digit organizational code, followed by two digits for the current fiscal year, and a four-digit sequential number.

When the agreement is finalized, the contracting officer will use this purchase request number and change the prefix to match the type of document negotiated (i.e., “F” for interagency acquisition agreement).

When the program office initiates a purchase request for a modification, the original purchase request number (i.e., R1101010099) will be used; however, the first digit of the sequential number will be dropped, and an alpha letter (i.e., “A”) added at the end (i.e., R110101099A). The alpha letter will indicate that it is a modification.

When the modification is finalized by the contracting office, a four-digit sequential number will be added to the end of the agreement number. The last digit will be the modification number (i.e., 0001, 0002, 0003).

2. **Legislative Authority** - Cite the legislative authority to use an interagency acquisition agreement.
3. **Statement of Work** - Responsibilities of each party, including reports and deliverables.
4. **Term of the Agreement** - The term of the agreement should not exceed five years unless justified in writing and reviewed by a solicitor. At the end of the five-year period if the requirement still exists, a new agreement should be initiated.
5. **Key Officials** - Include the name, address, telephone and facsimile numbers, and e-mail addresses for both the recipient and the NPS.
6. **Payment Terms** – The amount of funding to be transferred or received. An agency location code and accounting information.
7. **Termination Clause.**
8. **Attachments.**
9. **Signature and Dates** - Both parties must sign and date.
10. **Obligation** – Effective October 1, 2002, all interagency acquisition agreement obligations must be completed in Interior Department Electronic Acquisition System, Procurement Desktop (IDEAS-PD). You should also complete and attach the interagency acquisition agreement form (*Attachment 5.4*) to your IDEAS-PD document along with the statement of work. Instructions for use of IDEAS-PD for agreement obligations are contained in Appendices B and C.
11. **Receipt of Funds** – Effective October 1, 2002, the interagency agreement form in IDEAS-PD must be used when another agency is required to reimburse the NPS. The interagency agreement PD form should be awarded without an FFS link and clearly marked: “REIMBURSABLE AGREEMENT. DO NOT OBLIGATE.” The interagency acquisition agreement form (*Attachment 5.4*) should be attached to the PD version along with the statement of work. A copy of the agreement and the “Agreement Information Sheet” should be sent to the Accounting Operations Center only if unavailable electronically.

All of this information, with the exception of Numbers 3 and 8, should be contained on the interagency acquisition agreement form provided in Attachment 5.4

(See Attachment 5.4 for a sample interagency acquisition agreement.) Interagency acquisition agreements should be prepared using the handbook sample. It is suggested that the PD interagency acquisition agreement form be used for both obligating documents and when we are in receipt of funds. When we are in receipt of funds, an FFS link *is not* used. Each agreement must include all essential elements. Generally, this can be accomplished by using the one-page form provided and attaching a statement of work. Also include a background and objective statement if this is not included in the “Determinations and Findings Requirement” form. This form should be used until superseded by an equivalent form in Procurement Desktop. Instructions are provided. Program managers should develop a statement of work and provide any other information that should be emphasized regarding the terms and conditions of the agreement. Other agency documents or formats may be used when the NPS is the servicing agency.

5.4 **Approval Requirements**

Interagency acquisition agreements under \$500,000 with the Economy Act Determination and Findings must be reviewed and approved by a contracting officer. The warrant level of the contracting officer must be commensurate with the dollar value of the entire agreement.

Interagency acquisition agreements over \$500,000 with the Economy Act Determination and Findings must be reviewed by the contracting officer, the Office of the Solicitor, and then approved by the Manager, Contracting and Procurement Program, WASO.

5.5 **Legal Review**

Interagency acquisition agreements over \$500,000 with the Economy Act Determination and Findings require legal review. This is a Department of the Interior policy.

5.6 **Ratification**

Agreement actions taken by personnel without formally delegated agreement authority do not legally obligate the Federal Government for the expenditure of funds. An unauthorized agreement action may be ratified if it would have been otherwise proper if executed by a contracting officer. If an unauthorized action is otherwise improper, it cannot be ratified, and the person committing the unauthorized action may be personally liable.

Execution of otherwise proper agreements made by individuals without agreement authority, or by contracting officers in excess of the limits of their delegated authority, may be ratified later by a Level IV contracting officer with agreement authority. Actions in excess of \$500,000 must be approved by the Manager, Contracting and Procurement, WASO, before ratification.

5.7 **Signature Requirements**

After review and approval of the interagency acquisition agreement with the Economy Act Determination and Findings, a contracting officer must sign all interagency acquisition agreements that obligate NPS funds. The warrant level of the contracting officer must be commensurate with the dollar value of the entire agreement. If the life of the agreement is five years, and the potential to exceed the contracting officer's warrant exists, the agreement should be signed by a higher-level contracting officer.

Interagency acquisition agreements or reimbursable work agreements that involve the receipt of funds by the NPS do not require the signature of the NPS contracting officer unless required by the other federal agency; however, contracting officers may sign at their discretion or at the request of the program office. Although the NPS contracting officer is not required to sign these documents, if any of the provisions of the agreement are non-standard or if moneys will be expended through another contract, it is recommended that a contracting officer be consulted. The person signing the agreement on behalf of NPS must be responsible for keeping records and balances on the agreement account. Copies of all interagency acquisition agreements, whether or not a contracting officer signs them, should be sent to the contracting office for record keeping.

5.8 **Postaward Administration**

Each interagency acquisition agreement should be administered in accordance with the awarded document. Guidance regarding modifications and closeout follow:

1. **Modifications**

Modifications can be issued for changes that fall within the original scope of work (i.e., delivery dates, change in quantity, annual funding, etc.). Changes to interagency acquisition agreements that are outside of the original statement of work must be treated as new actions. Attachment 5.5 includes a sample interagency acquisition agreement modification.

2. **Closeout**

Closeout of an agreement should occur when the NPS determines that all administrative actions and all required work have been completed by both parties. Agreement closeout is normally initiated by the program manager or key official. Specific responsibilities are identified in Chapter 9.

3. **Retention Period**

Records on all agreements and modifications signed by a contracting officer must be kept for a minimum of six years and three months after final closeout of the agreement. Consultation with the Washington Administrative Program Center's Records Officer, (202) 208-4333, should occur after this period has expired or until a new Records Disposition Schedule is issued. The current Records Disposition Schedule is dated 1986 and is in the process of being revised.

5.9 **Reporting Requirements**

If the agreement has Servicewide or regionwide impact, information pertaining to the agreement must be provided for inclusion in the Servicewide NPS acquisition website. This website address is included in Appendix E.

5.10. **Receipt of Funds by the National Park Service**

Interagency acquisition agreements and reimbursable work agreements receiving funds for an NPS contract must be received before the execution of the contract. Such funds will be entered into the accounting system through your budget office. The budget office then will certify that such funds are available for obligation.

5.11 **Receipt of Funds, Obligation, and Payments**

The Intragovernmental Payment and Collection System (IPAC) is the only method to receive or make payments under an interagency acquisition agreement.* If you are receiving money from another agency and have questions about the accounting or financial information, contact the Accounting Services Team in the Accounting Operations Center at (703) 487-9007. If money is to be paid under an interagency acquisition agreement and you have questions, call the Accounts Payable B Section at (703) 497-9453.

A fully executed copy of all interagency acquisition agreements that obligate funds are available to the Accounting Operations Center in Procurement Desktop.

* Under current regulatory and departmental guidance, advance payment may be obtained from federal agencies. It should be noted, however, that effective January 1, 2003 under the new "Business Rules for Intragovernmental Exchange Transactions," the use of federal advances will be restricted to those agreements with a legal requirement to collect funds in advance.

ECONOMY ACT

31 U.S.C. 1535. Agency agreements

- (a) The head of an agency or major organizational unit within an agency may place an order with a major organizational unit within the same agency or another agency for goods or services if--
 - (1) amounts are available;
 - (2) the head of the ordering agency or unit decides the order is in the best interest of the United States Government;
 - (3) the agency or unit to fill the order is able to provide or get by contract the ordered goods or services; and
 - (4) the head of the agency decides ordered goods or services cannot be provided by contract as conveniently or cheaply by a commercial enterprise.
- (b) Payment shall be made promptly by check on the written request of the agency or unit filling the order. Payment may be in advance or on providing the goods or services ordered and shall be for any part of the estimated or actual cost as determined by the agency or unit filling the order. A bill submitted or a request for payment is not subject to audit or certification in advance of payment. Proper adjustment of amounts paid in advance shall be made as agreed to by the heads of the agencies or units on the basis of the actual cost of goods or services provided.
- (c) A condition or limitation applicable to amounts for procurement of an agency or unit placing an order or making a contract under this section applies to the placing of the order or the making of the contract.
- (d) An order placed or agreement made under this section obligates an appropriation of the ordering agency or unit. The amount obligated is de-obligated to the extent that the agency or unit filling the order has not incurred obligations, before the end of the period of availability of the appropriation, in--
 - (1) providing goods or services; or
 - (2) making an authorized contract with another person to provide the requested goods or services.
- (e) This section does not--
 - (1) authorize orders to be placed for goods or services to be provided by convict labor; or
 - (2) affect other laws about working funds.

**SAMPLE
DETERMINATION AND FINDINGS REQUIREMENT**

1. **Explain why this Interagency Acquisition Agreement is in the best interest of the Government.**

The work requires specific expertise possessed by the Principal Investigator, who specializes in research on bats and other mammals, and has worked frequently in Southeast Utah Group (SEUG) parks and other parks of the Northern Colorado Plateau Network in the past. His publication record is extensive, and he is a recognized expert in the field. His past research and extensive knowledge of the Colorado Plateau and the parks there uniquely qualify him to perform this work in an efficient and cost-effective manner, and is in the best interest of the NPS.

2. **Explain why the supplies or services cannot be obtained as conveniently or economically by contracting with a private source.**

Choosing another source would negate the personal knowledge possessed by the Principal Investigator, and most elements of the project could not be successfully completed. Even marginal project completion would require extensive literature reviews as well as many weeks of orientation to the park of the Colorado Plateau and to their museum collections. This would add significantly to the cost of the project and would delay the final report by as much as one year.

3. **Explain the cost savings that the NPS will realize.**

The work proposed to be performed through an interagency acquisition agreement with the U.S. Geological Survey, Biological Resources Division, will result in cost savings and efficiency.

4. **If the servicing agency will contract for service or supplies, please check the following applicable statement(s):**

- _____ (a) The acquisition will appropriately be made under an existing contract of the servicing agency, entered into before placement of the order, to meet the requirements of the servicing agency for the same or similar supplies or services;
- _____ (b) The servicing agency has capabilities or expertise to enter into a contract for such supplies or services which are not available within the requesting agency; or
- _____ (c) The servicing agency is specifically authorized by law or regulation to purchase such supplies or services on behalf of other agencies.

Name: /s/ Bruce Rodgers
Program Manager

July 10, 2002
Date

**SAMPLE
DETERMINATION AND FINDINGS**

DETERMINATION AND FINDINGS

**Interagency Acquisition Agreement Number F1248000005
between
National Park Service
Intermountain Region
and
U.S. Geological Survey
Biological Resources Division**

FINDINGS

Based upon information provided by the Southeast Utah Group, National Park Service, in a justification dated July 10, 2002, I determine that:

1. Legal authority for the acquisition otherwise exists, and
2. The action does not conflict with any other agency's authority or responsibility.

DETERMINATION

In accordance with the *Federal Acquisition Regulation, Subpart 17.5*, I find that this Interagency Acquisition Agreement is appropriate.

/s/ Thomas J. Forsyth
Contracting Officer

July 13, 2002
Date

SAMPLE INTERAGENCY ACQUISITION AGREEMENT

UNITED STATES
DEPARTMENT OF THE INTERIOR
NATIONAL PARK SERVICE
INTERAGENCY ACQUISITION AGREEMENT

Page 1 of _____

1. Fiscal Year 2002	2. IAA Number F1248000005	4. Type Original <input checked="" type="checkbox"/> Mod <input type="checkbox"/>	5. Modification No.
3. Other Agency Number			
6. This Agreement is entered into by National Park Service Southeast Utah Group 2282 W. West Resource Blvd. Moab, UT 84532		7. Amount of this transaction \$13,000	
		Previous amount \$0	
		8. Total amount \$13,000	
9. Name of Agency: Midcontinent Ecological Science Center U.S. Geological Survey, Biological Resources Division 4512 McMurtry Avenue Fort Collins, CO 80525 DUN's # _____		10. Closeout date:	
		11. Under the authority of: <i>Economy Act</i> 31 U.S.C. § 1535 (a) <input checked="" type="checkbox"/> <i>Reciprocal Fire Act</i> 42 U.S.C. § 1856 (a) <input type="checkbox"/> Other (cite authority) _____ <input type="checkbox"/>	
12. Term of Agreement: Effective Date: 8/1/2002 Completion Date: 11/1/2002		13. <i>Economy Act</i> determination attached? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
14. Statement of Work: (see attached) To perform work as described herein for the agency named in item 9. <input type="checkbox"/> To have work performed for NPS by the agency named in item 9. <input checked="" type="checkbox"/>		15. Bureau Procurement Chief approval attached? (Required for actions \$500,000 and above.) Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
PAYING AGENCY			
16. Agency location code	16a.	BILLING AGENCY	
17. Treasury appropriation symbol	17a. 1344-1001-NII	16b.	
18. Period of fund availability	18a.	17b.	
19. Account Number	19a.	18b.	
20. Procurement document number	20a.	19b.	
21. Name of key officials	21a. Lori Betts	20b.	
22. Key official's telephone number	22a. 435-719-2112	21b. Cindy Seebohm	
23. Billing method: IPAC <input checked="" type="checkbox"/>	Point of Contact for IPAC Name:	22b. 970-226-9426	
24. Billing frequency: Annually <input type="checkbox"/> Quarterly <input type="checkbox"/> Monthly <input type="checkbox"/> Other (identify) _____ <input type="checkbox"/>	Telephone:		
25. Billings through IPAC must always specify the NPS Interagency Acquisition Agreement Number and Account Number(s).			
Execution of this Agreement constitutes an obligation against the requesting agency, and authority for the servicing agency to proceed with the work and services to be performed. Nothing contained herein will be construed as binding the paying agency to expend in any one fiscal year sums in excess of appropriations made by Congress for the purposes of this Agreement for that fiscal year. This Interagency Acquisition Agreement may be modified at any time during the Agreement period by written Agreement between the parties and may be terminated by either party after thirty (30) days written notice.			
26a. Approved for the National Park Service, by:			
Typed Name and Title: Thomas J. Forsyth, Contracting Officer			
Telephone and e-mail: (303) 969-2796, tom_forsyth@nps.gov			
_____ (Signature and Date)			
26b. Approved for U.S. Geological Survey by:			
Typed Name and Title: _____			
Telephone and e-mail: _____			
_____ (Signature and Date)			

NPS Form 10-192
New (5/01)

SAMPLE INTERAGENCY ACQUISITION AGREEMENT

INSTRUCTIONS FOR INTERAGENCY ACQUISITION AGREEMENT FORM

The following information should be used to complete the corresponding blocks on the face of this form.

1. Enter the current four-digit fiscal year.
2. Enter the NPS document number.
3. Enter the other agency's document number.
4. Check "Original" if first submission, "Mod" if modification to existing agreement.
5. Enter the sequential modification number, if applicable.
6. Enter the NPS park or office name, city and state.
7. Enter the amount of this transaction including all direct and indirect costs required to provide the service. If this is a modification, enter the previous aggregate amount.
8. Enter the sum of blocks 7 and 8.
9. Enter the name and location of the other agency.
10. Enter the closeout date for the agreement.
11. Enter the legal authority under which this agreement is made.
12. Enter term of agreement.
13. Pursuant to the FAR 17.503, an *Economy Act* determination is required by the requesting agency and approved by requesting agency's Contracting Officer. The determination will state that the supply or service being provided by the other agency cannot be obtained as economically or conveniently by contracting directly with a private source and is in the best interest of the Government.
14. Describe the work to be performed and attach statement of work. Check applicable box.
15. Approval by the Bureau Procurement Chief (BPC) is required for actions of \$500,000 and above.
16. Enter the 8-digit agency location code (ALC) for both agencies. The NPS ALC is 14-10-0099. Obtain other agency ALC from that agency's finance office.
17. Enter the Treasury appropriation symbol for the funds that will be used to pay for and/or reimburse the work for each agency. Work with your budget office to obtain this information.
18. Enter the period of fund availability of the designated funds. NOTE: The period of availability of funds transferred pursuant to an *Economy Act* agreement may not exceed the period of availability of the source appropriation.
19. Enter the account/cost structure for each agency used to pay for and/or reimburse the work.
20. Enter the procurement/document of the billing agency, if applicable.
21. Enter the name of the contact person for each agency.
22. Enter the telephone number of the contact person.
23. Intragovernmental Payment and Collection System (IPAC) is the billing method. The NPS Interagency Agreement number and account number is required to make payment.
24. Enter the requested billing frequency.
25. Add Agreement Number and Account Number(s).
26. To be signed by authorized officials for both agencies. Enter typed name, title, and date of signatures for each approving official.

SUBMITTAL

For Interagency Acquisition Agreements under the *Economy Act*, submit this form to the appropriate acquisition office where the Interagency Acquisition Agreement number will be assigned, if needed, and where the *Economy Act* determination will be made. The program office should provide supporting information to assist with the *Economy Act* determination. After signature by both parties, a fully executed copy will be returned to the acquisition office for record-keeping purposes.

This form may be used to supplement another agency's document when the other agency is the requesting agency.

SAMPLE INTERAGENCY ACQUISITION AGREEMENT

Agreement Number F1248000005

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STATEMENT OF WORK

A. The USGS agrees to:

1. Complete the work outlined in the attached Scope of Work, Appendix 1.
2. Maintain frequent contact with the NPS key official throughout the duration of this project.
3. Notify the NPS key official within 15 working days of any deliverable due date, of problems or delays in meeting the due date.

B. The NPS agrees to:

1. Provide \$13,000 in payment for completion of work outlined in the attached Scope of Work, Appendix 1, and delivery of satisfactory final products.
2. Consult with the principal investigator on work progress, and provide information support as needed.
3. Provide timely review of the draft final products and other deliverables.
4. Provide copies of existing mammal species lists for park units of the Northern Colorado Plateau Network.

SAMPLE INTERAGENCY ACQUISITION AGREEMENT

Agreement Number F1248000005

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APPENDIX 1
SCOPE OF WORK

Task Number 1 - Assist with the development of a biological inventory study plan for the National Park Service, Northern Colorado Plateau Network (NCPN), by completing the following work:

- A. Provide complete bibliographic citations for all mammal work (and amphibians and reptiles where appropriate) conducted by the principal investigator in Northern Colorado Plateau Network parks. These references need to be cross-referenced with the individual park species list described in task number two below.
- B. Summarize in a descriptive, narrative format, the history of mammal studies conducted by the principal investigator in Arches National Park (ARCH), Bryce Canyon National Park (BRCA), Canyonlands National Park (CANY), Capitol Reef National Park (CARE), Dinosaur National Monument (DINO), Natural Bridges National Monument (NABR), Pipe Springs National Monument (PISP) and Zion National Park (ZION). Please cite references (included in A above) as appropriate. This information will be used in the overview of past inventory work for each park.
- C. Assist the NCPN Inventory & Monitoring Coordinator in completing metadata for mammal inventory and monitoring data sets in the network. It is expected that the principal investigator would primarily provide information as verbal input to NPS, to help fill information gaps.
- D. Provide general input/comment on overview sections of the study plan. This would include providing general thoughts on 'big picture' sampling design and methods, stratification considerations, data and voucher management, and other information that would strengthen the overall study plan as determined by mutual Agreement.
- E. Draft individual mammal project statements for the priority mammal projects listed in the attached Table A as described below:

Detailed Project Statements – The principal investigator will prepare detailed project statements (two to three pages each) to cover the 10 general inventory projects identified in Table A. These project statements will include the following sections, as described in the 6/27/00 memo from S. Fancy entitled, 'Additional Guidance on Writing Biological Study Plans.'

Project Title	Budget
Problem Statement/Background	Schedule
Objectives	Products
Methods	Resumes
Coordination and Logistics	

SAMPLE INTERAGENCY ACQUISITION AGREEMENT

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The principal investigator should also consult the September 1999 Guidelines for Biological Inventory document for further guidance on development of study methods. If habitat stratification is required for mammal studies, the principal investigator will consult with the NCPN I&M Coordinator to ensure uniformity in stratification units with other taxonomic groups. National direction for the inventory program emphasizes the use of GIS. Therefore the individual project statements should address what types of spatial analysis will be utilized to produce distribution maps, etc.

General Project Statements: Project statements will also be prepared for the lower priority distribution and abundance inventory projects (Table A). These project statements will be more general with much less detail (up to one page in length). The guidelines state that “in all cases details on the sampling framework, stratification, how many times samples will be collected, data management, budget, schedule, and products should be included in the project statement.”

The above described inventory study plan items are to be submitted in an Microsoft Word97 format by August 15, 2002.

Task Number 2 - Develop a master mammal species lists for each of the following 15 National Park Service Units within the Northern Colorado Plateau (NCP) Network.

ARCH	Arches National Park	DINO	Dinosaur NMON
BLCA	Black Canyon of the Gunnison NP	FOBU	Fossil Butte NMON
BRCA	Bryce Canyon NP	GOSP	Golden Spike NHS
CANY	Canyonlands NP	HOVE	Hovenweep NMON
CARE	Capitol Reef NP	NABR	Natural Bridges NMON
CEBR	Cedar Breaks NMON	PISP	Pipe Springs NMON
COLM	Colorado NMON	TICA	Timpanogos Cave NMON
CURE	Curecanti NRA	ZION	Zion NP

The master species list will be produced in an Excel spreadsheet or Access database as mutually agreed to by the parties and will consist of all mammal species known to occur within each National Park unit and additional data as outlined below. Individual database files will be provided for each National Park unit with the data for each species entered. Data fields referred to, are those defined in the NPS Species Database Dictionary.

SAMPLE INTERAGENCY ACQUISITION AGREEMENT

Agreement Number F1248000005

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Park Name/Code
Scientific Name
Common Name
Taxonomic Serial Number
Park Status
Park Status Details (optional)
Abundance
Residency
Nativity
Data Source (optional)
Reference Observation (Include reference to principal investigator or other study reports, publications, or observations to document species occurrence within a park.)

For parks where the principal investigator has conducted work (primarily ARCH, BRCA, CANY, CARE, DINO, NABR, and ZION), voucher specimen information from the U.S. Geological Survey collection in the Museum of Southwestern Biology will be provided. As available, one appropriate voucher for each taxon within a park will be chosen for inclusion and the following information provided:

Latin Name (on collection label, may be different from currently accepted name)
Date of Collection
Collector Name
Collector (Field) Number
Elevation (ft or m)
Specimen Catalog Number (from USGS collection)
Specimen Location (museum deposition)
Location Description (Collecting locality information taken from the specimen tag.)

Geographic reference will be included in individual fields when that information is available from the Museum of Southwestern Biology specimen database.

A draft version of the electronic data and species lists will be provided to the National Park Service by August 27th. In addition to the electronic data, please submit the individual park species lists in hard copy format. These lists should indicate which species are known to occur in the park and which species are suspected to occur in the park. These lists will be reviewed by National Park Service staff. Following this review, the principal investigator will make necessary revisions to the final data set by October 1, 2002.

**INTERAGENCY ACQUISITION AGREEMENT
MODIFICATION
OR
TASK AGREEMENT**

**UNITED STATES
DEPARTMENT OF THE INTERIOR
NATIONAL PARK SERVICE
INTERAGENCY ACQUISITION AGREEMENT**

1. Fiscal Year 2002	2. IAA Number F1248000005	4. Type Original <input type="checkbox"/> Mod <input checked="" type="checkbox"/> Task Agreement <input type="checkbox"/>	5. Modification or Task Agreement No. 1
6. This Agreement is entered into by National Park Service Southeast Utah Group 2282 W. West Resource Blvd. Moab, UT 84532		7. Amount of this transaction \$13,000 Previous amount \$4,500	
		8. Total amount \$17,500	
9. Name of Agency: Midcontinent Ecological Science Center U.S. Geological Survey, Biological Resources Division 512 McMurtry Avenue Fort Collins, CO 80525 DUN's # _____		10. Closeout date: 11. Under the authority of: <i>Economy Act</i> 31 U.S.C. § 1535 (a) <input checked="" type="checkbox"/> <i>Reciprocal Fire Act</i> 42 U.S.C. § 1856 (a) <input type="checkbox"/> Other (cite authority) _____ <input type="checkbox"/>	
12. Term of Agreement: Effective Date: 11/1/2002 Completion Date: 12/1/2002		13. <i>Economy Act</i> determination attached? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
14. Statement of Work: (<i>see attached</i>) To perform work as described herein for the agency named in item 9. <input type="checkbox"/> To have work performed for NPS by the agency named in item 9. <input checked="" type="checkbox"/>		15. Bureau Procurement Chief approval attached? (Required for actions \$500,000 and above.) Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
PAYING AGENCY		BILLING AGENCY	
16. Agency location code	16a. _____	16b. _____	
17. Fund appropriation symbol	17a. 1344-1001-NII	17b. _____	
18. Period of fund availability	18a. _____	18b. _____	
19. Account Number	19a. _____	19b. _____	
20. Procurement document number	20a. _____	20b. _____	
21. Name of key officials	21a. Lori Betts	21b. Cindy Seebohm	
22. Key official's telephone number	22a. 435-719-2112	22b. 970-226-9426	
23. Billing method: IPAC <input checked="" type="checkbox"/> Point of Contact for IPAC Name: _____ Telephone: _____			
24. Billing frequency: Annually <input type="checkbox"/> Quarterly <input type="checkbox"/> Monthly <input type="checkbox"/> Other (<i>identify</i>) _____ <input type="checkbox"/>			
25. Billings through IPAC must always specify the NPS Interagency Acquisition Agreement Number and Account Number(s).			
Execution of this Agreement constitutes an obligation against the requesting agency, and authority for the servicing agency to proceed with the work and services to be performed. Nothing contained herein will be construed as binding the paying agency to expend in any one fiscal year sums in excess of appropriations made by Congress for the purposes of this Agreement for that fiscal year. This Interagency Acquisition Agreement may be modified at any time during the Agreement period by written Agreement between the parties and may be terminated by either party after thirty (30) days written notice.			
26a. Approved for the National Park Service, by: Typed Name and Title: Thomas J. Forsyth, Contracting Officer _____ (Signature and Date) Telephone and e-mail: (303) 969-2796, tom_forsyth@nps.gov			
26b. Approved for U.S. Geological Survey by: Typed Name and Title: _____ _____ (Signature and Date) Telephone and e-mail: _____			
NPS Form 10-192 (New 5/01)			

**INTERAGENCY ACQUISITION AGREEMENT
MODIFICATION
OR
TASK AGREEMENT**

**Agreement Number F1248000005/0001
Page 2 of 2**

The Interagency Acquisition Agreement is modified as follows:

Add the following task to the Statement of Work:

Task Number 3 - Develop a reptile species list for the same 15 National Park Service Units within the Northern Colorado Plateau (NCP) Network as set forth in the initial Interagency Acquisition Agreement, Task Number 2.